STATE OF WASHINGTON

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION

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To be listed as a repository with the Department of Archeology and Historic Preservation, institutions must meet the professional standards as set forth by the Department of the Interior, National Park Service and published in 36 CFR Part 79.

Applicants must submit answers to the following questions and the following documentation to DAHP:

Please note: you must be able to answer "yes" to the following four questions in order to apply:

Yes?

☐　　Are you willing and able to curate entire collections, including bulk samples and associated archives?

☐　　Do you have policies and procedures to protect archaeological site location data?

☐　　Are you willing to provide DAHP an annually-updated inventory of your archaeological collections? *(Please note that these data may be shared with tribes, agencies and cultural resource specialists, as appropriate.)*

☐　　Is your facility staffed on a full-time basis?

DAHP Repository Questionnaire

Collections –See sections 79.9 & 79.11

1. What is your regular inventory schedule? How often and in what manner are your holdings inventoried?
2. What policies and procedures do you have in place to protect archaeological site location information?
3. Describe your organizational and storage system for archival documentation, including field notes, site forms and reports, photographs, negatives, slides, maps, and digital and/or electronic records.
4. What software do you use to track collections?
5. Do you comply with NAGPRA? If not, why? If you are required to comply, have you sent updates?
6. Are you willing and able to curate collections from sites with multiple components that include 19th and 20th century materials such as window glass and machine-made nails, as well as earlier Native American objects? If no, why not?
7. Do you have a policy that addresses culling?
8. Do you have a written curation guideline? If not, how do you provide archaeologists with your minimum standards?

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Facility – See section 79.9(b)(3)

9. Does your facility have appropriate environmental controls for all areas? How do you monitor and what type of records do you keep on environmental conditions?
10. Does your facility have appropriate fire suppression controls for all areas? Please describe.
11. Does your facility have appropriate pest management controls for all areas? Please describe.
12. Where are your collections stored?
13. Do you have a dedicated space for researchers to utilize collections?
14. Please describe your security system for your institution, and specifically for your archaeological collections?
15. Are you accredited by AAM? (note: this is not a requirement)

Destructive Analysis – See section 79.10

16. How do you make decisions regarding destructive analysis?
17. How do you determine, monitor and provide access to meet research requests as defined in 36 CFR Part 79.10?

Documentation to be Included in Application

1.   A Collections Management Policy addressing the following: acquisitions, deaccessioning, loans, use of and access to collections, collections care and security (See sections 79.9(a) & (b), 79.10) (For policy example see **http://www.flmnh.ufl.edu/admin/collect1.htm**. For recordkeeping see **http://www.nps.gov/history/archeology/collections/mgt_01.htm**)

2.   A plan view or map and accompanying description that demonstrates that the institution has adequate space to accept additional collections, and showing space dedicated to archaeological collections. Please include current volume in use and available. (See section 79.9(b)(2))

3.   List of staff dedicated to management of archaeological collections. Please include vitae/resumes and organizational chart. (See section 79.9.(b)(4))

4.   A facilities report that describes the physical plant and how the institution meets local electrical, fire, building, health and safety codes (See section 79.9(b)(3)) (See AAM Standards at **http://sceti.library.upenn.edu/dreyfus/docs/Standard_Facility_Report.pdf**)

5.   An Emergency Preparedness Plan (See section 79.9(b)(3)(iv))

6.   Your mission statement.

Submit your materials to:

DAHP
PO Box 48343
Olympia, WA 98504-8343

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